

MEMORANDUM FOR: Deputy Director for Support

1 JUL 1971

SUBJECT : Records Storage Control Policy

1. I have approved the recommendations of the Records Management Board establishing an annual declining records storage growth authorization for each Directorate. Restricting each Directorate to 1,000 cubic feet of growth this fiscal year and reducing that by 50 cubic feet each succeeding year hopefully will achieve an approximate balance within twenty years between new records placed in storage and those destroyed. To avoid transferring the problem [] to office space in the Washington Headquarters area, I have also informed each Deputy Director that no more filing equipment or safes will be issued to any component in Washington unless the need is fully justified by the requesting Directorate and approved at an appropriate level in the Support Directorate.

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2. Each Directorate will assume the responsibility for managing its records creation storage and disposal problems, of course, within the framework of the existing Agency regulations and Federal law as it applies to the Central Intelligence Agency. They will be responsible for instituting policies and procedures which will enable each to stay within his annual net growth authorization.

3. I visualize no diminution of the Agency Records Management Officer's responsibilities to provide advice, guidance and assistance to each Directorate to enable them to live within their annual allocation. Relieving the Agency Records Officer of continually trying to deal with the storage space shortage problem should permit his staff more time to work with each Directorate to develop the techniques peculiar to its own requirements which will achieve the results we are looking for.

4. I will expect the Records Management Board to provide recommendations concerning: (a) the development and application of an Agency policy establishing an "office of record" responsibility for Agency documents insofar as storage, retrieval, and destruction are concerned; and (b) the application of an Agency policy limiting the storage at the Records Center of all computer-prepared reports to computer-prepared microfilm copies of these reports. I would like the results of the Board's deliberations on these two issues by 31 October 1971. Furthermore, the Board is expected to submit an annual progress report on the extent to which we are achieving the goals of this program.

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L. K. White

Executive Director-Comptroller